



501 NEW KARNER RD
ALBANY, NY 12205

Standard Operating Procedures for Prospective Clients

1. Proof of Identification

All prospective clients shall provide proof of identity to the real estate agent or broker they are working with at NGB Property Management prior to engaging in any tangible real estate activities.

2. Proof of Ownership

All prospective sellers shall provide proof of ownership in the form of a copy of the deed for their property(ies) prior to the signing of any representation agreements for the sale of their property(ies).

3. Exclusive Broker Agreements

NGB Property Management does not require an exclusive broker agreement to be entered into between buyers or sellers and NGB Property Management.

4. Pre-approval / Pre-qualification for Buyers

NGB Property Management does not require buyers to provide pre-approval and/or pre-qualification letters prior to submitting offers for the purchase of real estate, however, the seller(s) of properties may request or require it.

Reference

In accordance with Chapter 153 of the Laws of 2022, effective April 20, 2022: *“Each real estate broker shall institute standardized operating procedures for the prerequisites prospective homebuyers must meet prior to receiving any services. Such standardized operating procedures shall include but not be limited to the following: (i) whether prospective clients shall show identification; (ii) whether an exclusive broker agreement is required; (iii) whether pre-approval for a mortgage loan is required”*. For reference, the text of the law is available online [here](#).

Starting April 20, 2022, every real estate broker operating within the State of New York must post such standardized operating procedures on each publicly available website and mobile device application they maintain. Additionally, each publicly available website and mobile device application operated by an associated agent or “team” of such broker, must have posted their broker’s standardized operating procedures or a direct link to such information on their broker’s website. Brokers must keep an archive of all standardized procedures, for as long as they are actively licensed, by having each amendment date stamped and notarized. All new procedures must be posted and made available, at each brokerage office and online, within 30 days of any changes. Real estate brokers are not, however, required to file their standardized operating procedures with the Department of State.